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**MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS**

21 October 1954

1. Colonel White called the attention of the Deputy Director (Administration) organization Office and Staff Chiefs to his earlier request that they supply him with background material on their FY '56 budgets for his use in preparing for the forthcoming Budget Hearings. Noting that he had thus far not received any such material, except from the Medical Staff which subsequently was obliged to make changes in what they did submit, Colonel White said that he would have to have the background material no later than the close of business, Friday, 22 October. He also said that if an individual budget consisted of only OI items (personal services) he did not need this background material unless the change, increase or decrease, was significant. He also observed that though he wants this background on the FY '56 budget, he would want comparisons to be based on FY '55 operating costs. In addition, he noted that there was a current suspense date of today for budget background information from the Deputy Director (Plans) and Deputy Director (Intelligence) organizations and the Auditor-in-Chief, which papers he needed in order to give General Cabell the information he had to have to give the principal preliminary briefing at the Budget Hearing next week.

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2. Colonel White again emphasized the need for speed in effecting minor changes in T/Os, a matter which he had requested cooperation on at an earlier meeting. He said that based on Mr. [REDACTED] current activity report, it appeared as though his request had gone unheeded; in fact, it appeared that the only progress that had been made had been in the opposite direction. He then cited several inordinate delays, reading from Mr. [REDACTED] report. Colonel White added that he felt the Deputy Director (Administration) organization was unjustly getting a black eye for its inept handling of these minor T/O changes, and said that it was the responsibility of all concerned to keep the Management Staff posted on the reasons for any delay to which their office might be a party.

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3. Colonel White briefly discussed the matter of Agency personnel ceilings, observing that it was his feeling that there were too many requests for increases in authorized ceilings in view of the present differential, Agency-wide, of some 800 vacancies between ceilings and on-duty strength figures. He recalled that the DD/P organization had some 300 such vacancies, the DD/I area some 200, and other components similar bulk figures. He cited the fact that in the period from 1 October 1953 to 30 September 1954, there had been a net Agency loss of 35 employees

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who were subject to ceiling controls. At this point he observed that he thought that many requests for ceiling increases could be classified as unjustified in the light of that overall loss in a one-year period. Colonel White said that we should make every effort to hold the line on established ceilings, but with the understanding that increases would be granted on the principle of clearly demonstrated need. He said that he felt that unless we were careful, we might force ourselves into an inflationary spiral by asking for more authorized positions than we clearly needed just so that each individual office could have its quota of "headroom." Mr. [REDACTED] then spoke of the various readjustments within authorized ceiling figures that had been made by the DD/I organization, adding at the same time that most of the vacancies they had were in the clerical field rather than the professional areas. He emphasized the pressing need in the DD/I organization for clerical personnel and said that it was difficult to translate unoccupied clerical positions into professional vacancies, especially since the clerical vacancies represented a priority need. Colonel White said that he recognized this problem, but noted that it put him in the hole with the Bureau of the Budget to try and explain ceiling increases when we had so many unoccupied positions under the previously established ceiling figure. He emphasized again his desire to "keep the books in line with the on-duty situation."

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4. Colonel White said that the staff of the Hoover Commission Task Force was having luncheon today with the Director of Central Intelligence, but aside from the composition of the Task Force, he did not have anything definite on their actual starting date after which various presentations might be called for.

5. Mr. Reynolds said that the "insurance paper" which had to do with extending Federal Employees' Group Life Insurance coverage to certain types of unvouchered Agency personnel, had been placed in Colonel White's hands. Colonel White then said that he hoped to present it to the DCI for signature today.

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6. Mr. [REDACTED] commented on the progress of the hearings being held by the Joint Committee on Printing, having to do with the topic of classified printing, Government-wide. He said that Mr. [REDACTED] his staff printing man, was representing this Agency at the hearings, and added that since we had our own separate printing facilities, he did not think we would be affected directly by these hearings.

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7. Mr. [REDACTED] mentioned a current memorandum from the General Counsel having to do with the publication of certain selected opinions of the General Counsel to serve as legal guidelines for various Agency activities. He asked that concurrences on it be accelerated, and added that any such publication of opinions would undoubtedly have to be sterilized in sensitive cases. Colonel White then spoke of the value

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of having these opinions receive general circulation, and said that he agreed with the principle of such publication as a means of saving money and work. Dr. [REDACTED] said that he had asked the General Counsel to provide this service for his area, in view of the many legal questions constantly arising. Mr. [REDACTED] said that he did not contemplate that the distribution of these opinions would include dissemination overseas, but added that the General Counsel was feeling its way on this matter and would leave the question of distribution until later.

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8. Colonel Edwards addressed himself to the question of the official relationships between present Agency employees and officials with ex-Agency employees who might have been separated involuntarily from CIA, either through informal means or by virtue of the Director's special powers under Title 1, section 102(c) of the National Security Act of 1947. He said that no one should talk with such persons relative to their status, or give them advice on this matter without prior knowledge and approval of the Director or the Inspector General. He said that the Assistant Director for Personnel, the Deputy Director (Administration) and the Director of Security should also get a full report, in order to protect the Director and his position concerning such separations. He said that he felt the best course would be to refer such persons to the Inspector General if you were approached. Colonel Edwards also said that such persons, as well as any ex-employee, had absolutely no right to any kind of intelligence information either.

9. Mr. Pforzheimer mentioned his feeling that the climate on Capitol Hill with regard to this Agency was steadily improving, and cited a recent instance where he had received a call to that effect from an individual from Utah in which the subject of the roll call vote on the CIA Act of 1949 came up for discussion. In this context, Mr. Pforzheimer mentioned that there were four negative votes on the CIA Act of 1949. He also asked about the Agency's stand with regard to the release for publication to the Rees Committee of figures on Agency separations. Colonel White said that Colonel Edwards had drafted a letter on this subject, which he, Colonel White, had seen, and after signature by the Director, he had carried it to Chairman Philip Young of the Civil Service Commission. This letter took the stand that all future statistics on separations would be classified SECRET to prevent their publication, on the grounds that such information might well have an adverse effect on this Agency's relationships with other intelligence services. Mr. Young had told Colonel White that he concurred in this stand and that he would inform the President and the Attorney General of it. Mr. Pforzheimer said that he hoped Chairman Rees would also be advised, and added that it was his understanding that the next set of statistics would not be published until after the Fall elections. Mr. Reynolds said that he had seen the letter outlining this Agency's stand, and said that he approved of the strong statement therein regarding the precautions observed in recruitment.

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10. Mr. [REDACTED] raised the question of the status of the Agency overtime policy. Colonel White said that it was in final form, all ready for the approval of the Director, but that at the last minute Mr. [REDACTED] had requested that he be given a chance to study it briefly, since it had not come to his attention personally because of the method of verbal coordination employed. Mr. [REDACTED] will return it to Colonel White very shortly, after which it will be presented to the Director for signature. Colonel White said that he thought the policy was sufficiently flexible. Mr. [REDACTED] observed that he approved of the method of "verbal coordination through meetings of all principals" to a regulatory issuance, and while Colonel White said that it had its merits, he still believed in the slower method of written coordination in most instances, and said that he intended to reserve the "verbal coordination method" for special instances only. Mr. [REDACTED] mentioned the long delay in getting out our motor vehicle policy and said that he wishes the verbal method had been employed there.

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11. Mr. [REDACTED] said that he thought that any ceiling concept in the Agency was an expression of a desire, and intent, to limit on-duty strength. He felt that it was incumbent on the various activities to work within their component-wide ceilings before asking for an increase; e.g., that no request for permission to exceed the ceiling be forthcoming from any activity within the major components until "all the money in the bank in the form of vacancies" had been exhausted for that particular major component. Colonel White then invited Mr. [REDACTED] to bring the matter of a clarification of Agency ceiling policy up to him for a decision as soon as he was ready to do so.

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12. Colonel White then introduced discussion on a draft of a proposed Agency Notice, (No. [REDACTED] "Assignments, Procedures for Controlling and Reporting Agency Staff Employee and Staff Agent In-Casuals and Out-Casuals"), designed to implement certain recommendations of the recent Manpower Survey. He gave a brief discussion of the background of this matter, and said that such a Notice had been requested by General Cabell, and had gone through an original draft in the Personnel Office before being drafted in his office for presentation at this meeting. Copies were before all present, and verbal coordination was effected during the meeting, with certain amendments, principal of which were:

a. The Notice was broadened to include Staff Agents as well as Staff Employees. (Suggestion by Mr. [REDACTED])

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b. Section 2.b of the Notice was amended to read: "An Out-Casual is defined as a Staff Employee or Staff Agent assigned or about to be assigned to an established position on a Field Table of Organization, etc."

Preparation of the subject amended Notice for authentication by the Deputy Director (Administration) and subsequent publication was concurred in the meeting.

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25X1A 13. In the course of considering proposed Agency Notice No. [REDACTED], above, certain points were developed which merit citation. Principal among these were:

a. Colonel White explained that the Notice would establish a means of controlling the use of unvouchered funds that was highly desirable. He further said that it was his eventual aim to develop a system whereby personnel destined for overseas would be paid from Vouchered Funds until their actual departure.

b. Colonel Edwards and Dr. [REDACTED] both raised the question about the period of 60 days for Out-Casuals being long enough in view of various desk and training requirements. Colonel White said that personnel could be kept longer than 60 days as Out-Casuals, but only upon justification to the Assistant Director for Personnel, and such justification need not be made repeatedly if at the time it was initially established, it were clearly explained that the individual was in training for a specified period of time and under a definite plan with a finite termination date. Colonel White added that despite the 60-day limit, he felt the policy was sufficiently flexible, since section 1 of the proposed Notice stated that the periods of 30 days (for In-Casuals) and 60 days (for Out-Casuals) were preceded by the expression saying that the terms were used to designate an employment status "which will not normally exceed (these periods)."

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c. Colonel White established the validity of the principle of temporary double-slotting against Field T/Os for an individual designated for overseas but actually still in training, either in the Office of Training or under the aegis of his headquarters organization. (A proposal by Mr. [REDACTED] that the effective date of transfer to such a Field T/O be made effective only at the time of departure, in order to further conserve on unvouchered funds, was not approved.) Colonel White pointed out that double-slotting has always been allowed, but with the understanding that it reflect situations that were definitely temporary within an honest interpretation of that term. He added that our experience shows that we can and should make use of double-slotting for recruitment purposes or reassignments because by its proper use he feels that we can cut down the difference between ceiling and T/O figures, since the differential existing there may well represent a good deal of recruitment or reassignment overlap leeway. Mr. [REDACTED] stated that he would want to have a clear understanding with the Deputy Director (Plans)

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on this matter of double-slotting in order to forestall requests for authority to exceed the established personnel ceilings.

d. Colonel White said that he wanted Mr. Saunders to continue to explore ways and means of cutting down on the use of unvouchered funds, incident to the issuance of this Notice.

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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

21. October 1954

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